



November 9, 2005

ERRATA

RE: NOVEMBER 15, 2005 AGENDA (Item 15. NON-HEARING CALENDAR, PAGES 5-6)

PLEASE TAKE NOTICE that the Agenda for the November 15, 2005 Board Meeting scheduled at the offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, has modified the following item to reflect the corrected chart and specifications:

15. NON-HEARING CALENDAR

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination, and equal employment opportunity. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

NONE

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

CLASSIFICATION	CLASS CODE	EE' ORG. NOTICED DATE	DEPT. NOTICED DATE	CBID	SPEC. REV
ALCOHOL PROGRAM ADMINISTRATOR	8364	9/15/2005	10/6/2005	M01	
CHIEF, GOVERNMENTAL AFFAIRS OFFICE, STATE ENERGY RESOURCES CONSERVATION AND DEVELOPMENT COMMISSION	4732	9/15/2005	10/6/2005	M01	
MANAGER III STATE COMPENSATION INSURANCE FUND	9306	9/15/2005	10/6/2005	M01	Yes
MANAGER IV, STATE COMPENSATION INSURANCE FUND	9312	9/15/2005	10/6/2005	M01	Yes
ASSISTANT DIVISION CHIEF/REGIONAL EXECUTIVE OFFICER, WATER RESOURCES CONTROL BOARD	3262	9/15/2005	10/6/2005	M09	
CHIEF, COMPLIANCE DIVISION, AIR RESOURCES BOARD	4168	9/15/2005	10/6/2005	M09	
PRINCIPAL ARCHITECT, HEALTH FACILITIES	4118	9/15/2005	10/6/2005	M09	
ADMINISTRATIVE SERVICE OFFICER II	4580	9/15/2005	10/6/2005	S01	
AREA OFFICE ADMINISTRATOR PROPERTY TAX DIVISION	5007	9/15/2005	10/6/2005	S01	
PAYROLL SERVICES SUPERVISOR I	1310	9/15/2005	10/6/2005	S01	
PROGRAM SUPERVISOR FRUIT AND VEGETABLE QUALITY CONTROL	0045	9/15/2005	10/6/2005	S01	
CHIEF PUBLIC HEALTH VETERINARIAN	0260	9/15/2005	10/6/2005	S10	
SUPERVISING STENOGRAPHER I	1250	9/15/2005	10/6/2005	S04	Yes
SENIOR MOTOR VEHICLE POLLUTION CONTROL ENGINEER	3808	9/15/2005	10/6/2005	S09	
CHIEF, MICROBIAL DISEASES LABORATORY BRANCH	7757	9/15/2005	10/6/2005	S10	

NOTE: All classes have been previously designated Footnote 24 and have been vacant for at least twenty-four months.

Footnote 24 specifies that a classification will be abolished when it becomes vacant.

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CALIFORNIA STATE PERSONNEL BOARD
SPECIFICATION

WORKERS' COMPENSATION INSURANCE SUPERVISOR AND MANAGER,
STATE COMPENSATION INSURANCE FUND
Series Specification
(Established April 9, 1981)

SCOPE

This series specification describes supervisory and management job classifications in the State Compensation Insurance Fund.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
WH60	9334	Workers' Compensation Insurance Supervisor I
WH58	9335	Workers' Compensation Insurance Supervisor II
WH50	9310	Manager I, State Compensation Insurance Fund
WH40	9309	Manager II, State Compensation Insurance Fund
WH35	9306	Manager III, State Compensation Insurance Fund
WH30	9312	Manager IV, State Compensation Insurance Fund

DEFINITION OF SERIES

Positions in the Workers' Compensation Insurance Supervisor and Manager, State Compensation Insurance Fund, classes are designated as supervisory or managerial. Positions are either: (1) managerial, having significant responsibility for formulating or administering agency policies and programs; or (2) supervisory, performing duties which are substantially different from those of subordinates, and having authority, in the interest of management to: hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly direct their work, or adjust their grievances, or effectively recommend such actions. Lead positions are not appropriate for allocation to this series.

A major purpose of this generalist series is to promote the development of a reservoir of knowledge and skills for the execution and development of Fund insurance administrative policies and procedures; therefore, incumbents in positions at each level in this series are expected to be able to perform in any position at that level as a necessary part of the State Fund's Management Development Plan. During tenure in the Workers' Compensation Insurance Supervisor II and the Manager I or II, State Compensation Insurance Fund, classes, each incumbent may be assigned to two or more different positions in district or Home Office programs.

ENTRY LEVEL

Entry into this series is primarily from lower or parallel classes in the Workers' Compensation Insurance Technician, Workers' Compensation Insurance Representative, Workers' Compensation Claims Adjuster, or Workers' Compensation Payroll Auditor classification series, or from classes of comparable levels in the Department which provide a broad

Workers' Compensation Insurance Supervisor and Manager,
State Compensation Insurance Fund, Series

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knowledge of the operations and practices of the State Compensation Insurance Fund.

FACTORS AFFECTING POSITION ALLOCATION

The scope and volume of services provided by units subordinate to the position, degree, and level of administrative and supervisory responsibilities, scope, and complexity of programs administered, independence of action, level of decision-making authority, supervision received, responsibility for program and policy implementation, and impact of the position on the programs, policies, and achievement of the objectives of the Fund. Where State Fund positions may be appropriately allocated to specialized class series, such as in the areas of information systems, business services, human resources, training, auditing, and accounting, the levels of these positions in the Manager, State Compensation Insurance Fund, series will be consistent with those of similar positions elsewhere in State service.

DEFINITION OF LEVELS

WORKERS' COMPENSATION INSURANCE SUPERVISOR I

Positions allocated to this class are typically first-line supervisors of units performing work allocated to the Workers' Compensation Insurance Technician or Workers' Compensation Payroll Auditor classes.

WORKERS' COMPENSATION INSURANCE SUPERVISOR II

Positions allocated to this class typically are first- or second-level supervisors of units performing work allocated to the Workers' Compensation Payroll Auditor, Senior Workers' Compensation Payroll Auditor, Workers' Compensation Insurance Representative, Senior Workers' Compensation Insurance Representative, Workers' Compensation Claims Adjuster, or Senior Workers' Compensation Claims Adjuster classes.

MANAGER I, STATE COMPENSATION INSURANCE FUND

Positions allocated to this class are typically first- or second-level supervisors of units performing work allocated to the Workers' Compensation Payroll Auditor, Senior Workers' Compensation Payroll Auditor, Workers' Compensation Insurance Representative, Senior Workers' Compensation Insurance Representative, Workers' Compensation Claims Adjuster, or Senior Workers' Compensation Claims Adjuster classes.

Workers' Compensation Insurance Supervisor and Manager,
State Compensation Insurance Fund, Series

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MANAGER II, STATE COMPENSATION INSURANCE FUND

Positions allocated to this class are typically managers of a major program component within district offices, staff departments, or other organizational units with equivalent responsibility, and typically report to a higher-level manager in the series.

~~MANAGER III, STATE COMPENSATION INSURANCE FUND~~

~~Positions allocated to this class are typically managers of small to medium sized district offices, staff departments, or other organizational units with equivalent responsibility.~~

~~MANAGER IV, STATE COMPENSATION INSURANCE FUND~~

~~Positions allocated to this class are typically managers of large district offices or managers of staff departments with equivalent responsibility.~~

MINIMUM QUALIFICATIONS

WORKERS' COMPENSATION INSURANCE SUPERVISOR I

Either I

One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Claims Adjuster, Range B; or a Workers' Compensation Insurance Representative, Range B; or a Workers' Compensation Payroll Auditor, Range B. (Applicants who have completed nine months of the required experience will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

Or II

Three years of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Insurance Technician, Range B. (Applicants who have completed 30 months of the required experience will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

Or III

Three years of experience in professional workers' compensation broker, loss control, underwriting, claims adjusting, vocational rehabilitation, claims field investigation, or premium auditing. One year of the required experience must have been in a supervisory or managerial capacity. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Claims Adjuster, Range B; or a Workers' Compensation Insurance Representative, Range B; or a Workers' Compensation Payroll Auditor,

Workers' Compensation Insurance Supervisor and Manager,
State Compensation Insurance Fund, Series

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Range B; or three years of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Insurance Technician, Range B.)

WORKERS' COMPENSATION INSURANCE SUPERVISOR II

Either I

One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Insurance Supervisor I; or a Workers' Compensation Insurance Representative, Range C; or a Workers' Compensation Claims Adjuster, Range C; or a Senior Workers' Compensation Payroll Auditor. (Applicants at the Workers' Compensation Insurance Supervisor I; or Workers' Compensation Claims Adjuster, Range C; or Workers' Compensation Insurance Representative, Range C; or Senior Workers' Compensation Payroll Auditor level, who have completed nine months of the required experience, will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

Or II

Four years of experience in professional workers' compensation broker, loss control, underwriting, claims adjustment, vocational rehabilitation, claims field investigation, payroll auditing, or administrative support services. One year of the required experience must have been in a supervisory or managerial capacity. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Insurance Supervisor I, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster, or two years of experience equivalent to that of a Workers' Compensation Claims Adjuster, Range C; or a Workers' Compensation Insurance Representative, Range C; or a Senior Workers' Compensation Payroll Auditor.)

MANAGER I, STATE COMPENSATION INSURANCE FUND

Either I

One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Insurance Supervisor II, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster.

Or II

Five years of experience in professional workers' compensation broker, loss control, underwriting, claims adjustment, vocational rehabilitation, claims field investigation, payroll auditing, or administrative support services. Two years of the required experience must have been in a supervisory or managerial capacity. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers'

Workers' Compensation Insurance Supervisor and Manager,
State Compensation Insurance Fund, Series

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Compensation Insurance Supervisor II, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster.)

MANAGER II, STATE COMPENSATION INSURANCE FUND

Either I

One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager I, State Compensation Insurance Fund.

Or II

Two years of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Insurance Supervisor II, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster.

Or III

Three years of broad and extensive experience in supervising or managing professional workers' compensation broker, loss control, underwriting, or claims adjustment. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager I, State Compensation Insurance Fund, or two years of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Insurance Supervisor II, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster.)

~~MANAGER III, STATE COMPENSATION INSURANCE FUND~~

~~Either I~~

~~One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager II, State Compensation Insurance Fund.~~

~~Or II~~

~~Two years of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager I, State Compensation Insurance Fund.~~

~~Or III~~

~~Four years of broad and extensive experience in supervising or managing professional workers' compensation broker, loss control, underwriting, or claims adjustment. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager II, State Compensation Insurance Fund, or two years of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager I, State Compensation Insurance Fund.)~~

Workers' Compensation Insurance Supervisor and Manager,
State Compensation Insurance Fund, Series

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~~MANAGER IV, STATE COMPENSATION INSURANCE FUND~~

~~Either I~~

~~One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager III, State Compensation Insurance Fund.~~

~~Or II~~

~~Two years of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Manager II, State Compensation Insurance Fund.~~

~~Or III~~

~~Five years of broad and extensive experience in supervising or managing professional workers' compensation broker, loss control, underwriting, or claims adjustment. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager III, State Compensation Insurance Fund, or two years of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager II, State Compensation Insurance Fund.)~~

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Compensation insurance problems, trends, laws, regulations, orders, classifications, rating plans, principles, and practices; general management principles and practices; human resource management and supervision; State Fund financial and business policies and procedures; research and analysis procedures; applicability of electronic information systems to varied work procedures; program planning and control; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment in accordance with State Fund's Equal Employment Opportunity Program.

Ability to: Effectively apply the required knowledge of the class; formulate policies; plan, organize, and direct the work of a subordinate staff; establish and maintain harmonious and effective working relationships with Fund personnel, public and private organizations, and claimants; achieve results in terms of planned objectives; analyze situations and adopt an effective course of action; communicate effectively; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment in accordance with State Fund's Equal Employment Opportunity Program.

Workers' Compensation Insurance Supervisor and Manager,
State Compensation Insurance Fund, Series

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SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel extensively and change residence when necessary.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Workers' Compensation Insurance Supervisor I	4/9/81	9/24/02	--
Workers' Compensation Insurance Supervisor II	4/9/81	9/24/02	--
Manager I, State Compensation Insurance Fund	1/20/66	9/24/02	3/18/71
Manager II, State Compensation Insurance Fund	1/20/66	9/24/02	3/18/71
Manager III, State Compensation Insurance Fund	3/18/71	9/24/02	—
Manger IV, State Compensation Insurance Fund	4/9/81	9/24/02	—

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

STENOGRAPHER
Series Specification
(Established May 19, 1971)

SCOPE

This series specification describes ~~three~~ two classes in the California state service which perform general stenographic work. ~~Classes requiring special knowledge such as Legal Stenographer or~~ which perform higher level secretarial functions such as Secretary or Executive Secretary I and II, and classes that perform general office work or that require special proficiency in filing, accounting, typing only, or cashiering have been excluded.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
CD85	1262	Stenographer
CD80	1257	Senior Stenographer
CD70	1250	Supervising Stenographer I

DEFINITION OF SERIES

Stenographers are distinguished from other clerical classes by being required to take and transcribe shorthand as a regular and essential part of the assignment for a substantial portion of time. Duties include: preparing and typing correspondence, form letters, forms and documents, stencils, and rough draft materials; transcribing dictating machine records; assisting in the preparation of reports and statistical summaries; and serving as receptionist referring telephone calls and visitors to appropriate staff members.

FACTORS AFFECTING POSITION ALLOCATION

Level of difficulty, variety, and complexity of assigned duties; independence of action and decision; degree of supervision received and degree of supervision exercised serve as differentiating factors between individual classes.

DEFINITION OF LEVELS

STENOGRAPHER

This is the entry, training, and journey person level in this series. Incumbents, under general instructions, but with established procedures and precedents as guides, serve in (1) a secretarial

capacity, or (2) in a clerical pool, performing stenographic and clerical work of average difficulty in taking and transcribing technical and nontechnical dictation, typing, and performing related clerical work. There may be lead responsibility over others.

SENIOR STENOGRAPHER

This is the working supervisor level. Incumbents plan, organize, and assign work to a small group of clerical employees or assist in the supervision of a larger group engaged in transcribing shorthand or machine dictation; personally take and transcribe difficult dictation and independently compose correspondence requiring judgment. This level may be used to classify the few advanced journey level Stenographer positions, which are not secretarial in nature. Duties would include substantial taking and transcribing of difficult dictation from large meetings.

~~SUPERVISING STENOGRAPHER I~~

~~This is a full supervisor, supervising the work of a group of five to fifteen stenographers, typists and other clerical employees engaged in difficult clerical work, or a much larger group engaged in less difficult clerical work, does especially difficult stenographic and clerical work, and does other related work.~~

MINIMUM QUALIFICATIONS

STENOGRAPHER

Either I

In the California state service, one year of experience performing the duties of an Assistant Clerk.

Or II

Education: Equivalent to completion of the twelfth grade.

(Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SENIOR STENOGRAPHER

Either I

In the California state service, one year of experience performing clerical duties at a level of responsibility not less than that of an Office Assistant II (formerly Clerk II)

Or II

Two years of experience in stenographic and clerical work. (Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of

general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.)

~~SUPERVISING STENOGRAPHER - I~~

Either I

~~In the California state service one year of experience performing senior clerical level duties.~~

Or II

~~Four years of experience in stenographic and clerical work, at least one year of which shall have been in a responsible position performing a variety of stenographic and clerical work or supervising the work of a small group of Assistant Clerks. (Experience in California state service applied toward the specialized one year requirement must be performing the duties of a class at a level of responsibility not less than that of Senior Stenographer.)~~

~~[Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]~~

KNOWLEDGE AND ABILITIES

STENOGRAPHER

Knowledge of: Modern office methods, supplies, and equipment.

Ability to: Take dictation at 80 words a minute; type at 40 words a minute; perform simple clerical and stenographic work; spell correctly, use good English; make arithmetic computations; and follow oral and written directions.

SENIOR STENOGRAPHER

Knowledge of: Modern office methods, supplies, and equipment; and Business English and correspondence and principles of effective supervision and training.

Ability to: Read and write English at a level required for successful job performance; take dictation at 110 words a minute; type at 40 words a minute; perform difficult stenographic and clerical work; make clear and comprehensive reports and keep difficult records; prepare correspondence independently; ~~speaking and writing~~ communicate effectively; meet and deal tactfully with the public; and supervise the work of Assistant Clerks.

SUPERVISING STENOGRAPHER - I

Knowledge of: ~~Modern office methods, supplies and equipment; Business English and correspondence and principles of effective supervision and training; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

Ability to: ~~Read and write English at a level required for successful job performance; take dictation at 110 words a minute; type at 40 words a minute; perform difficult stenographic and clerical work; make clear and comprehensive reports and keep difficult records; prepare correspondence independently; speaking and writing effectively; meet and deal tactfully with the public; supervise the work of Assistant Clerks; learn rapidly and apply specific laws, rules, and office policies and procedures; effectively contribute to the department's affirmative action objectives.~~

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

BOTH CLASSES:

Willingness to follow a prescribed routine; tack; and neat personal appearance; and a demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATION

ALL LEVELS:

BOTH CLASSES:

Education equivalent to completion of the twelfth grade.

Stenographer Series

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CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Stenographer	3/20/74	--	--
Senior Stenographer	1931	10/1/77	1/20/61
Supervising Stenographer I	1931	7/11/79	—

ccd/sks

Should you have any questions regarding this Notice, please contact staff in the
Secretariat's Office at:
Phone: 916-653-0429
Fax: 916-651-9775

A handwritten signature in black ink, appearing to be 'P. Fong', with a stylized, flowing script.

P. Fong
Secretariat's Office